

~~S-E-C-R-E-T~~

OFFICE OF TRAINING

NOTICE
NO. 21-54

20 August 1954

SUBJECT: Constructive Credit

1. Personnel of the Office of Training may, under circumstances mentioned below, be granted constructive credit without formal enrollment, attendance, or completion of a training course.
2. In every case the criterion will be whether, from the evidence presented, the Chief of the Division administering the course can certify that the individual has acquired the knowledge or skills imparted by the whole course. Constructive credit will, in general, be authorized only for instructional contributions throughout a course, or for instruction in part of a course if supplemented by sufficient practical exposure to the remainder of the course. When fully justified, course credit may be given also for experience in lieu of training.
3. The initiation of a request for constructive credit rests with the individual. Approval is the responsibility of the Chief of the Division administering the course. Constructive credit will be entered on the training record by the OTR Registrar only upon receipt of an approved request. Post-review may be exercised by the Deputy Director of Training.
4. When a request for constructive credit is initiated, two copies will be routed through supervisory channels to the appropriate Division Chief. The memorandum of request will be addressed to the OTR Registrar and include complete justification. The Division Chief will indicate approval on the original copy and route it to the Registrar or if disapproved, return the original to the initiator. All duplicates will be retained by the Division Chief for comparison with other requests.

25X1A


MATTHEW BAIRD
Director of Training

Distribution: All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.